

EndNote 10 is a database that contains specific references you create. It assists in keeping track of references, which can be retrieved using search terms. Bibliographies can be generated in a variety of style formats.

This product is available to PNNL staff only.

Installing EndNote 10

1. From the PNNL Installer, select the **Core Apps** tab, **Other Utilities** and then **Bibliographic Management Systems**
2. Select **EndNote 10**, click **Install** and follow the instructions on the screen to complete installation.

Creating a Library

1. In *EndNote 10* select **File** and **New** from the menu bar.
2. In the **File name** box, type the desired file name and click **Save**. The file type extension is .enl.
Note: The new library may be installed anywhere on your hard drive.
3. To open an existing library, select **File, Open**, and then **Open Library**. Select the desired library and click **Open**.

Adding Records to a Library

Option 1: Using the EndNote interface to search Internet databases

Searching a **Connection File** site such as *PubMed* allows users to use the *EndNote 10* interface to run your search. Other Connection Files available in *EndNote 10* include a large number of library catalogs across the country or subscription databases..

1. From the desired database, select **Tools** from the menu bar, and then **Connect**.
2. From the **Choose a Connection File** screen, select the desired connection file.
 - a. **For example**, scroll down to **PubMed** and click **Connect**. A **Remote Search PubMed** window will appear.
 - b. Input the desired search term(s). Use the drop down menu to select the desired field. If using a second field, select the appropriate connector (**AND**, **OR**, or **NOT**), the desired field and input the second search term.
Note: If more than three search fields are needed, click the **More** arrow and then **Add Field**.
Click the **Search** button. A **Confirm Remote Search** window will appear stating the number of records found. Click **OK** to retrieve these records or specify a range of records to retrieve, and then click **OK** to download the references. At this point, your downloaded references are contained only in a **temporary EndNote 10** library.
3. To move references into the desired library, click the **Copy All References To** button on the upper right of the screen. **Note:** To download a portion of the references obtained by the search, press the **CTRL** key and then click the references of interest to select the desired records.
4. Select either **New Library** or **Choose Library** as the destination for your selected references. References are then copied and saved into the selected library.

Option 2: Entering Records Manually

1. From the desired database, select **References**, and then select **New Reference**.
2. From the **Reference Type** drop-down menu, select the appropriate work form (e.g., abstract, report, journal, etc.).
3. Input the applicable data into the work form. **Note:** Because of the different indexes *EndNote 10* creates with the data, cutting and pasting data into the forms is not an option for many of the fields (author, journal name, keywords).
4. Select **File** and **Save** from the menu bar to save the record into the desired library.

Data Entry Tips

- Authors' names can be entered either as **First Middle Last** (e.g., **Ronald Scott Smith**) or **Last, First Middle** (e.g., **Smith, Ronald Scott**). You **must** enter each author name on a separate line. Use a hard return to go to the next line.
- Keywords must be separated by a semicolon (;), backslash (\), or hard return.

Option 3: Entering Records by Importing Search Results

If you perform a search in databases that provide results in a tagged format (e.g., Dialog, STN, etc.), you can import these results into an *EndNote 10* library by using an import filter. If the database used does not offer a tagged format for results (i.e., a plain text format that provides the name or "tag" for each field of information), they cannot be imported into *EndNote 10*, but instead will have to be manually entered into a library.

1. Open the desired library (see the **Opening an Existing Library** section of this tip sheet).
2. From the **File** menu bar, choose **Import**.

3. Click the **Choose File** button to locate and open the file you wish to import. With the exception of files from other *EndNote* libraries, all files must be ANSI or ASCII text files. Select the file and click **Open**.
4. Select an **Import Option** by choosing the filter for the database from which you obtained the records. **Note:** Select **Other Filters** to view additional import filters.
5. Select an option from the **Duplicates** list. You can either import all records, discard duplicate records, or have the duplicate records sent to their own library for further evaluation.
6. Click the **Import** button. The imported records are imported into the open library.

Note: The filters can be unreliable. *Be sure to check that your references imported correctly.*

Option 4: Direct Imports from Databases with Automatic Import Capability:

Web of Science , Current Contents Connect, or BIOSIS Previews: The Institute for Scientific Information (ISI) created a plug-in feature to allow easy export of records from these databases into *EndNote*. These databases are located at <https://library.pnl.gov/databases.asp>, Tip sheets on how to use these products are listed at: <https://library.pnl.gov/tipsheet/index.asp>.

1. After marking records in the *Web of Science* database, click the **Add to Marked List** button located at the right of the screen.
2. Click on **Marked List** and select the desired field(s) to include with your references.
3. Click the **Export to Reference Software** button and select the appropriate library for the records when prompted. The records will automatically be added to the library.

Compendex or INSPEC

After performing your search in the *Compendex* or *Inspec* databases, marking the desired records, and choosing the format of the records, click the **Download** button. From the pop-up window, select **RIS, EndNote, ProCite, Reference Manager** and click **Download**. A second window opens that allows you to select an existing database or create a new one by typing in a new name.

Tip sheets are available for the *Compendex* and *Inspec* databases can be found at:

<https://library.pnl.gov/tipsheet/index.asp>.

ERICA to EndNote

1. Set up your search in ERICA, and click the **Results Format** link.
2. Select **Bibliographic Format (RIS)**, and then click the **Search/Report** button.
3. Click **Open** from the File Download window and select the appropriate library for the records when prompted. *Be sure to check that your references imported correctly.*

Using the Cite While You Write Function: *Cite While You Write* allows you to link references from your *EndNote 10* library to a Word document, and to generate notes and bibliographies in specified formats.

1. Open Microsoft Word. The *EndNote* Toolbar should now be part of your Word program. If you do not see the toolbar, select **View** from the menu bar, and then **Toolbars** to select the *EndNote* toolbar.
2. To cite an article in the document you are generating, click the **Find Citation** icon (). An **EndNote Insert Citation** screen will appear.
3. In the **Find** box, type in any identifying text to pinpoint the item you wish to cite, and then click **Insert**. If more than one item is retrieved, a list will appear. Select the appropriate item from the list and click **Insert**. The Word document will automatically format into the latest style selected.

Note: To disable Instant Formatting, click the **Cite While You Write Preferences** Icon (). The cited references will then appear in a generic format until a style for the document has been selected.

4. To create the bibliography, select the **Format Bibliography** icon ().
5. From the **EndNote Format Bibliography** pop-up window, select an output style (use the **Browse** button for assistance). **Note:** The remaining options will default to the selected output style, though changes can be made manually, if desired.
7. Once the output style is selected, click **OK**. The document will be reformatted to place the notes and references in the appropriate style.

For additional information on *EndNote*, see <http://infosource.pnl.gov/software/Bibliographic/default.htm>.
For additional assistance, contact the Hanford Technical Library Reference Desk at 509/ 372-7430.